



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LIBRARY DEVELOPMENT OFFICER	39	A	4.108

DEFINITION OF THE CLASS:

Under administrative direction of the Director, administers Library Development Division of the State Library and Archives by directing, managing and coordinating the provision of consultative services to libraries throughout the state and the Nevada State Library and Archives participation in the campaign against illiteracy.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Plans, organizes and develops resources, methods and relationships for the statewide plan for library development and resource sharing by: coordinating the development of long and short range plans for the development of libraries statewide; researching and reporting on special project areas; being responsible for the financial management of federal and state grants to libraries; planning and coordinating the statewide automation of library procedures and services; working with other librarians in the state to mesh all services and plans of the State Library and Archives with statewide plans; advising the State Librarian on statewide developments through appropriate reports and data; advising and consulting with local libraries and governing authorities on conducting community analyses and developing community-based standards and services plans; supervising, training and evaluating employees; attending conferences or other training sessions (may represent State Librarian) at state and national level in order to develop and implement a working plan to accomplish the division's principal assignments.

Provides professional advice and technical assistance through on-site visits and telecommunications or written correspondence with government officials, library boards of trustees, professional organizations and citizen groups in order to coordinate library service and building projects. Advises local librarians and boards during the planning and the construction phases of library building projects in order to assure projects meet current and projected services requirements. Establishes, interprets and/or recommends measurements or standards to be used to monitor and evaluate programs. Recommends changes in emphasis in order to meet objectives. Appears, when required, before legislative committees and governing bodies in order to present and justify library planning proposals and budgets. Designs and implements statewide training programs to complement regional offerings. Develops and presents annual orientation/training workshops to public library boards statewide.

Assists the State Librarian and the Nevada Advisory Council on Libraries with policy formulation, procedure planning, development of guidelines and the administration of contracts pertaining to the program in order to plan, administer and evaluate activities and programs involving state and federal funds. Prepares informational material in order to provide interpretations of federal and state laws, rules, regulations, standards and criteria. Writes narratives and financial reports for long range programs and annual programs and writes annual fiscal reports for the Library Services and Construction Act to meet individual requirements. Administers the grant programs by: consulting with local librarians and boards in the preparation of grant proposals; reviewing grant applications to assure conformity with rules, regulations, standards, criteria and the objectives of the long range plan; analyzing grant applications in order to make recommendations to the State Librarian on grant awards; and evaluating approved grant programs, making recommendations to library grant

EXAMPLES OF WORK: (cont.)

recipients, and monitoring activities of grant projects to assure conformity to rules and regulations. Conducts manual and/or automated searches of grant sources' literature in order to provide sources to grant seekers. Selects and collects material designed to aid in the search for nongovernmental sources of funds and grants.

Participates in and/or assists in facilitating meetings or conferences representing agency concerns with professional organizations and does other library duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Thorough knowledge of federal, state and private grants-in-aid programs for libraries. Knowledge of federal and state laws, rules and regulations governing the administration and conduct of state and local government pertaining to libraries. Knowledge of the location of information within the Nevada State Library and Archives and other agencies to meet the requirements of requests. Knowledge of purchasing practices to meet the needs of the division and other library requests.

Ability to make group presentations to provide information or to persuade others.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of professional library principles, practices, methods, materials and equipment. Knowledge of administration and personnel management. Knowledge of financial analysis, planning, preparation and administration of programs with multiple funding sources.

Ability to read and interpret complex federal and state documents. Ability to communicate in writing and orally. Ability to speak to individuals to obtain information, explain policies and to persuade others. Ability to compute data and percentages. Ability to supervise subordinates. Ability to analyze information, problems, situations, practices and procedures and make and implement solutions. Ability to create policies and procedures. Ability to set and modify, as necessary, priorities. Ability to work independently with minimal supervision.

EDUCATION AND/OR WORK EXPERIENCE:

Master's in Library Science degree from an American Library Association accredited library school and six years of professional level work in various types of library and information systems with a minimum of three years of supervisory and administrative experience.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

4.108

ESTABLISHED: 7/1/74
REVISED: 10/16/75
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